

United States Government

Department of Energy

Rocky Flats Field Office

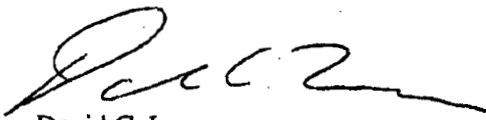
memorandum

DATE: MAR 30 1999
REPLY TO:
ATTN OF: AME:QPD:DYO:99-02618
SUBJECT: Approval of RMRS Training Implementation Matrix for Building 440
TO: Alan Parker, Vice President
Closure Projects Integration
Kaiser-Hill Company, L.L.C.

Reference: Ltr, Parker to Lowe, AMP-012-99, subject: Transmittal of the Annual Update of the Rocky Mountain Remediation Services (RMRS) Building 440 Training Implementation Matrix (TIM), Appendices II & III, Revision 1, dtd 3/22/99

As requested in the reference and in accordance with DOE Order 5480.20A, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities*, the Rocky Flats Field Office has reviewed and approves the Rocky Mountain Remediation Services Building 440 Training Implementation Matrix, Appendices 2&3, Revision 1.

This technical direction is not intended to impact the cost, schedule or scope to the contract. If you believe there will be such an impact you should immediately notify the Contracting Officer's Representative and the Contracting Officer and not implement the technical direction received.


David C. Lowe
Acting Deputy Manager

Post-It® Fax Note	7871	Date	3/30	# of pages	2
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CORRES. CONTROL
OUTGOING LTR. NO.
DOE ORDER #.

99-RF 00312

DIS.	LTR	ENC
MENSUSSEN, STAN		
BORMOLINI, ANN		
BRAILS FORD, MARV		
BURDGE, LARRY		
CARD, BOB		
FULTON, JOHN		
HARDING, WYNN		
MARTINEZ, LEN		
PARKER, ALAN	X	
POLSTON, STEVE		
SHELTON, DAVE		
TUOR, NANCY		

Crowe, Steve	X	X
Beuler, Carl		
Brace, Jill		
Buhl, Tony		
Daniels, Kevin		
Francis, Gary		
Leonard, Edg		
Miller, John		
Walker-Lemke, B.		

Hedden, Tim		
Molina, Brian		
Pizzuto, Vic		
Rodgers, Alan		
Walker, Randy		

Wheeler, M.	X	
Wheeler, R.	X	
Dole, D.	X	

CORRES. CONTROL	X	X
ADMIN RECORDS		
PATS/130G		

CLASSIFICATION:

UCNI	
UNCLASSIFIED	X
CONFIDENTIAL	
SECRET	

AUTHORIZED CLASSIFIER
SIGNATURE: *[Signature]* 1/21/99
IN REPLY TO RFP CC NO.:

ACTION ITEM STATUS:

<input checked="" type="checkbox"/> PARTIAL/OPEN
<input type="checkbox"/> CLOSED

LTR APPROVALS:

ORIG. & TYPIST INITIALS:
KWD :rwa
RF-41428 (Rev. 1/98)



March 22, 1999

99-RF-00312

David C. Lowe
Acting Deputy Manager for Technical Programs
DOE, RFFO

TRANSMITTAL OF THE ANNUAL UPDATE OF THE ROCKY MOUNTAIN REMEDIATION SERVICES (RMRS) BUILDING 440 TRAINING IMPLEMENTATION MATRIX (TIM), APPENDICES II & III, REVISION 1 - AMP-012-99

Ref: (a) A. M. Parker ltr, AMP-183-98, to K. A. Klein, Annual Update of the RMRS Training Implementation Matrix, October 20, 1998
(b) D. L. Doles ltr, DLD-002-99, to A. M. Parker, Building 440 Training Implementation Matrix Appendices 2 & 3, Revision 1, March 15, 1999

The purpose of this letter is to formally transmit Revision 1 of the RMRS TIM, Appendices II and III for Building 440, for DOE Rocky Flats Field Office approval. This transmittal supersedes the previous Revision 1 that was sent to you under cover of the referenced letter and had been prepared by RMRS prior to the restructuring of the work scope (i.e., transfer of Buildings 771, 776, and 779 to RMRS).

Attachment (1) hereto provided Kaiser-Hill Training Oversight and Integration concurrence of the TIM. K-H Closure Projects has reviewed the TIM and concurs with its content. Following your review and subsequent approval, please forward a concurrence letter to my office with a courtesy copy to Steve Crowe, Closure Projects Engineering and Integration, Building 130.

If you have any questions please contact Kevin Daniels at extension 5844 or pager 303-212-1979.

[Signature]
Alan M. Parker
Vice President
Closure Projects Integration

KWD:rwa

Attachments:

1. D. L. Dole ltr, DLD-002-99, to A. M. Parker, Building 440 TIM Appendices 2 & 3, Revision 1, March 15, 1999
2. Annual Update of the RMRS Building 440 TIM, Appendices II & III, Revision 1

Original and 1 cc - D. C. Lowe

CC:
M. Haas - DOE/RFFO

Kaiser-Hill Company, L.L.C.

Courier Address: Rocky Flats Environmental Technology Site, State Hwy. 93 and Cactus, Rocky Flats, CO 80007 • 303 966 7000

Mailing Address: P.O. Box 464, Golden, Colorado 80402-0464



KAISER ♦ HILL
COMPANY

INTEROFFICE MEMORANDUM

DATE: March 15, 1999

TO: Alan Parker, Vice President, K-H Closure Projects, X5844, Building 111

FROM: *D. L. Dole*
D. L. Dole, K-H Training Oversight & Integration, X7584, Building 131

SUBJECT: Building 440 Training Implementation Matrix (TIM) Appendices 2 & 3, Revision 1-DLD-002-99

Kaiser-Hill Training Oversight & Integration has reviewed the subject TIM which incorporates the repacking of low level waste. We concur with the contents of the TIM.

If you have any questions on the Building 440 TIM, please contact Ruth Ann Amey, X6737.

cc:

R. A. Amey
S. K. Crowe
K. W. Daniels
S. K. Ellis
R. Koltz
R. Warther



Rocky Mountain
Remediation Services, L.L.C.
... protecting the environment

Rocky Flats Environmental Technology Site
P.O. Box 464
Golden, Colorado 80402-0464
Phone: (303) 966-7000

March 10, 1999

Alan Parker
Vice President, Closure Projects
Kaiser-Hill Company, L.L.C.
Building 111

SUBMITTAL – RMRS BUILDING 440 TRAINING IMPLEMENTATION MATRIX (TIM),
APPENDICES 2 & 3, REVISION 1 – MW-030-99

Attached for Kaiser-Hill TO&I review and concurrence are updated versions of Revision 1 of
TIM Appendices II and III for Building 440 which address comments from Kaiser-Hill and the
Department of Energy (DOE).

Following your review and concurrence, please forward these documents to the DOE, Rocky
Flats Field Office, Acting Deputy Manager for Technical Programs, Dave Lowe, for approval,
with a courtesy copy to Acting Assistant Manager for Engineering, Milton Haas.

If you have any questions, please call Bob Koltz at extension 5603.

Martin Wheeler
Vice President, Waste Operations

bk

Attachments:
As Stated (2)

cc:
R. A. Amey
S. K. Crowe
D. L. Dole
R. Warther



**BUILDING 440
TRAINING IMPLEMENTATION MATRIX**

REVISION #1

ROCKY MOUNTAIN REMEDIATION SERVICES (RMRS)

MISSION:

Baseline Mission (Category 2 Nuclear Facility)

- a. Prevent a release of radioactive or hazardous material into the environment.
- b. Maintain compliance with laws and regulations pertaining to nuclear facility management, safety, health, and environment.
- c. Characterize, handle, repack, store, and ship low level waste.
- d. Handle and store transuranic waste.

Prepared by:

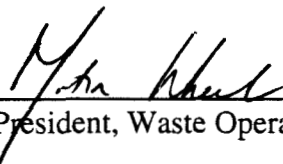


Manager, Training Programs

2-22-99

Date

Approved by:



Vice President, Waste Operations

2/23/99

Date

NOTE: This approval pertains to RMRS documents RF/RMRS-97-065 & -066.
DOE/RFFO approval date: 3/30/99
Effective Date: 4/19/99

Appendix 2

**QUALIFICATION/CERTIFICATION REQUIREMENTS MATRIX FOR
NUCLEAR FACILITIES AT
ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE**
(Includes Qualified Positions Required)

Building 440 (Category 2 Nuclear Facility)

1. Baseline Mission (per Basis for Operation, Rev. 6, 6/98)
 - a. Prevent a release of radioactive or hazardous material into the environment.
 - b. Maintain compliance with laws and regulations pertaining to nuclear facility management, safety, health, and environment.
 - c. Characterize, handle, repack, store, and ship low level waste.
 - d. Handle and store transuranic waste.
2. Staffing Requirements

KEY: Q = Qualified Position; QD = Qualification Document

- a. Managers

Facility Manager	Q
Deputy Facility Manager	Q
- b. Supervision

Building Manager	Q, QD
Technical Supervisor	Q, QD
- c. Operators

Process Specialists (Repackaging)	Q, QD
-----------------------------------	-------
- d. Technicians/Maintenance

Waste Technologist	Q
Waste Inspector	Q, QD
Radiological Control Technician	Q, QD
Maintenance Technologists	Q ^{1,2}
Filter Technologist	Q ²
Stationary Operating Engineer	Q
- e. Technical Support

Systems Engineer	Q
Compliance Specialist	Q
Criticality Safety Officer	Q, QD
Criticality Engineer	Q, QD

¹ Both RMRS and non-RMRS companies provide Maintenance Technologists.

² Manager Reviews the List of Qualified Individuals (LOQI) to maintain the qualification status of non-RMRS Technician/Maintenance personnel in Building 440.

Appendix 2

**QUALIFICATION/CERTIFICATION REQUIREMENTS MATRIX FOR
NUCLEAR FACILITIES AT
ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE
(Includes Qualified Positions Required)**

Building 440 (Category 2 Nuclear Facility)e. Technical Support (continued)

Nuclear Safety Engineer	Q
Integrated Safety Services	Q

3. Building Drill Requirements

Fire Department Drill	Annual
Emergency/Spill Drill Progression	Annual ³

4. Continuing Training Goals

Continuing Training shall be in accordance with Section IV.G of the RMRS Training Manual.

5. Proficiency Requirements (N/A)

There are no certified personnel positions supporting operations at Building 440.

6. Certification and Qualification Authority

Certification Authority (N/A)

There are no certified personnel positions supporting operations at Building 440.

Qualification Authority

Building 440 Facility Manager
Building 440 Deputy Facility Manager
Building 440 Building Manager
Manager of Solid Waste Operations

³ RMRS Operations implements Site Emergency Plan drill requirements through a series of fire, evacuation, accountability, spill response and injury drill requirements, with a frequency no longer than annually for each facility's program.

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
GENERIC REQUIREMENTS (New requirements indicated with a *)					
CONTRACTOR REQUIREMENTS DOCUMENT					
*6. Perform periodic systematic evaluations, using DOE-STD-1070-94 for training and qualification programs.	Yes	No	The Training Users Manual (TUM), Training and Qualification Program, 96-RF/T&Q-0005, Section 1, and the RMRS Training Manual (RTM). In addition, RMRS QAPD-001 establishes requirements for assessment programs. Management Assessment Procedure RMRS-QA-09.01 implements requirements for management assessments, and Independent Assessment Procedure RMRS-QA-10.01 implements requirements for independent assessments.		
CHAPTER I GENERAL REQUIREMENTS					
2. TRAINING ORGANIZATION					
One or more organizations are established to be responsible for the training of operating organization personnel.	Yes	No	The Qualification Authorities to sign Qualification Documents (QDs) are listed in Section 6 of TIM Appendix 2. The RMRS Training Group (RT) tracks and schedules the related T&Q activities, and is responsible for the overall T&Q program effectiveness.		
*This organization(s) is held accountable for providing facility line management with the support necessary to ensure that personnel in the operating organization are qualified to safely and effectively meet job requirements.	Yes	No	The RT answers to senior management on the adequacy of line management T&Q support. Building 440 management is responsible for the T&Q program at the facility and provides for sufficient funding to execute the required T&Q activities. Facility management, aided by the RT, implements the Building 440 Training Implementation Plan (TIP) Appendices, which enhance the operating organization safety and effectiveness by providing for proper T&Q of personnel in accordance with the Order.		
The responsibilities, qualifications, and authority of training organization personnel (including subcontractors) are documented, and managerial responsibilities and authority clearly defined.	Yes	No	The RTM identifies the sitewide programmatic approach to personnel training and qualification, including requirements for qualifying instructors. RTM, Section III details the training organization responsibilities and presents qualification requirements for instructors. The TUM discusses training oversight and the interaction of various		

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
training departments at the site.					
3. SUBCONTRACTOR PERSONNEL QUALIFICATION					
Subcontractor personnel meet the qualification requirements for the job function to be performed.	Yes	No	The Individual Employee Profile (IEP) system is used to verify and maintain compliance with the Building 440 TIP Appendices. RMRS subcontractor personnel are treated as RMRS employees with respect to performance of Job and Task Analysis (JTA), tracking, and maintaining T&Q status.		
The operating organization ensures that subcontractor and temporary personnel who perform specialized activities such as radiation protection, maintenance, in-service inspection, radiography, and welding are qualified to perform their assigned tasks by properly documenting one of the following:	Yes	No	The RTM states that subcontractor personnel will meet the requirements of the TIP Appendices based on their job description, where applicable. The IEP system is used to verify and maintain compliance with the Building 440 TIP Appendices. Also, the RTM addresses subcontractor qualification in Section IV.		
a. The satisfactory result of an audit of subcontractor records which relate to qualification of the subcontractor personnel being considered for assignment by the operating organization; or	Yes	No	Same as 3.		
b. Previous verification (within 2 years) of the ability of the subcontractor employee to perform assigned tasks safely and efficiently; or	Yes	No	Same as 3.		
c. Successful completion by the subcontractor employee of those segments of the operating organization's qualification program which are considered pertinent to the accomplishment of the task to be performed.	Yes	No	Same as 3.		
Subcontractor personnel who do not meet the	Yes	No	The RTM Section IV.B, although B440 does not identify any		

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
requirements, for work activities on engineered safety features identified in the BFO are supervised by a person who meets the qualification criteria established by the operating organization for conduct of such activities.			engineered safety features.		
4. PERSONNEL SELECTION					
a. A process for selecting and assigning personnel into the operating organization is established.	Yes	No	Kaiser-Hill Team Salary Administration Program, Collective Bargaining Agreement, the RTM, and the IEP.		
b. DOE approval is required on a case-by-case basis for individuals who do not meet experience requirements for a position but are assigned to the position based on a determination that the overall operating organization is balanced and strong.	Yes	No	The RTM Section IV.F.		
5. QUALIFICATION PROCESS					
a. Qualification requirements for personnel in each functional level are defined based on the criteria in 5480.20A.	Yes	No	The RTM, Section IV, the TIP Appendices, and the IEP. The Radiation Control Technician (RCT) qualification requirements are covered in Site Radiation Control Manual and the Radiological Safety Training and Qualification Program.		
c. Technician and maintenance personnel qualification includes demonstrated performance capabilities (performance demonstrations) to ascertain their ability to adequately perform assigned tasks.	Yes	No	The RTM, Section IV states that qualification programs for technician and maintenance personnel shall include demonstration of performance capabilities. Responsible management of RMRS maintenance support organization is responsible for developing and administering the RMRS Maintenance Technologists' training program. The other Kaiser Hill Teams' training programs apply for other technician and maintenance personnel who support the Building 440 operation.		
Participation in continuing training programs is required to maintain and improve their	Yes	No	RTM, Section IV.G.		

APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/KMRS-97-066

Rev. #1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
abilities to continue to function safely in the operating organization.					
*d. The successful completion of the requalification program and formal requalification of operators and supervisors is indicated by signature.	Yes	No	Requirements for completion and documentation of requalification are specified in the RTM.		
(THE REMAINDER OF THE REQUIREMENTS OF THIS SECTION (examination requirements) ARE REPEATED ELSEWHERE IN THE ORDER AND NOT REFERENCED HERE)					
e. Qualification may be granted only after assuring that all requirements (including training and examinations as required) and other specified requirements (e.g., medical examination) have been satisfactorily completed.	Yes	No	The TUM, RTM, TIP Appendices, and IEP.		
f. Qualification of operators and their immediate supervisors is valid for a period not to exceed two years unless revoked for cause (e.g., medical disqualification, performance deficiencies).	Yes	No	RTM, Section IV, and the TIP Appendices.		
6. CERTIFICATION PROCESS					
a. Certification is governed by written procedures which include requirements for documented assessment of a person's qualifications through examinations and operational evaluations.	N/A		No positions at Building 440 require certification because the nature of the planned activities and nuclear material safety limits preclude criticality occurrence potential and ensure that significant quantities of fissionable materials are not handled, stored, or processed in this facility. (Building 440 BFO Table 4-2 POC1)		
b. Certification may be granted only after assuring that all qualification requirements (including written and oral examinations and operational evaluations) and other specified requirements (e.g., medical examinations)	N/A		Same as 6a.		

APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/RMRS-97-066

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
have been satisfactorily completed, and management has assured that the person is capable of safely performing all functions of the position.					
Certification is verified by a person or group other than the person or group that provided the training or the candidate's immediate supervisor.	N/A		Same as 6a.		
Certification is valid for a period not to exceed two years.	N/A		Same as 6a.		
c. Certification is required of positions equivalent to positions listed in 5480.20A.I.6.c.	N/A		Same as 6a.		
All other operator or immediate supervisor positions to be certified are identified in the Training Implementation Matrix.	N/A		Same as 6a.		
7. TRAINING					
*Training to support qualification and certification programs is based on a systematic approach to training.	Yes	No	The RTM.		
*A graded approach is used to establish the systematic approach to training for operations personnel, maintenance personnel, technicians, and the technical staff.	Yes	No	The RMRS TIM Narrative provides the graded approach rationale for classification of waste handlers in either the Technician or Operator functional level. The RTM, Section IV.H describes the development of training and qualification requirements using a graded approach.		
a. GENERAL					
Training programs consist of a combination of classroom-type and on-the-job training, including	Yes	No	The RTM and the TIP Appendices.		

APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/RMRS-97-066

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
simulator and laboratory training as applicable.					
(1)(a) Personnel who are appointed to positions in the operating organization subsequent to approval of the Training Implementation Matrix required by DOE 5480.20 of 2-20-91 meet the education and experience requirements of DOE 5480.20A.	Yes	No	Kaiser-Hill HR Manual and Rocky Flats TIM approved September 1992.		
(1)(b) Personnel who are appointed to positions in the operating organization prior to the approval of the TIM are required to participate in job-specific training and qualification/certification programs and subsequent continuing training programs.	Yes	No	The TUM, the TIP Appendices, and the IEP. All personnel are required to receive the job specific training in accordance with these documents.		
(3) Qualification and certification programs are reviewed by facility management and kept up to date to reflect changes to the BFO, procedures, regulations, and applicable industry operating experience.	Yes	No	The RTM.		
Team training is incorporated into the training program if job functions require team solutions and activities.	Yes	No	Team training is employed for multiple task conduct using approved procedures.		
b. Training Process					
*A systematic approach to training is used to establish initial and continuing training programs to ensure operating organization personnel are qualified to perform job requirements.	Yes	No	The RTM, the TIP Appendices, and JTAs for Building 440. The JTAs for Building 440 positions are task-specific, which produces the necessary training methodology and frequency for performance of job-specific duties. These requirements are then incorporated into the TIP Appendices as initial and continuing training and qualification programs for each position.		
c. Initial Training					

APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/RMRS-97-066

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
Initial training programs are established for operating organization personnel at operable nuclear facilities to develop or enhance their knowledge and skills to perform job assignments.	Yes	No	The TUM and the TIP Appendices.		
Examinations (written, oral, operational evaluations, performance demonstrations) on material included in the training programs are administered and documented as appropriate.	Yes	No	The RTM, Section IV delineates the process used to administer and document examinations.		
Operational use of trainees is in accordance with (IAW) 5480.20A.I.7.c.	Yes	No	Conduct of Operations Manual, Chapter 6.		
d. Continuing Training					
Continuing training programs are established for operating organization personnel who perform functions associated with engineered safety features as identified in the facility BFO.	N/A		The Building 440 BFO does not identify any "engineered safety features." Consequently there are no "operating organization personnel who perform functions associated with engineered safety features..." as noted in DOE Order 5480.20A Section 7.d. There is, however, a continuing training program for operators that addresses non-ESF tasks.		
(1) Continuing training is structured commensurate with specific position needs.	N/A		See 7.d		
Continuing training is administered on a cycle not to exceed two years.	N/A		See 7.d		
Continuing training includes, at a minimum, training in significant facility system and component changes, applicable procedure changes, applicable industry operating experience, selected fundamentals with emphasis on seldom used knowledge and skills necessary to assure safety, and other training as needed to correct identified performance problems	N/A		See 7.d		

APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/RMRS-97-066

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
(2) Periodic examinations (written, oral, operational evaluations, performance demonstrations, as applicable to the position) are administered and documented throughout the cycle on material included in the operator (operators and their immediate supervisors) training programs.	N/A		Sec 7.d		
(3) Continuing training programs for certified operators include preplanned classroom-type training, on-the-job training, and operational evaluations on a regular and continuing basis.	N/A		Same as 6a.		
Continuing training programs for certified operations personnel includes, at a minimum, the following training items as related to job performance:					
(a) Training and examination covering abnormal facility procedures and emergencies at least annually for certified operators and certified supervisors;	N/A		Same as 6a.		
(b) Training drills conducted in the facility or on a simulator to enable personnel and operating teams to maintain their ability to respond to abnormal and accident situations.	N/A		Same as 6a.		
Training drills conducted in the facility do not lead to or have the potential for safety concerns	N/A		Same as 6a.		
(c) Instruction in the use of facility systems to control or mitigate accidents, including both classroom and training conducted in the facility.	N/A		Same as 6a.		
(d) Training on the subjects indicated in 5480.20A 17 d (4) (d) 1 through 8 as	N/A		Same as 6a.		

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APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/RMRS-97-066

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
applicable to the position, whenever examinations and experience (Industry and nuclear facility specific) or evidence indicates a need for emphasis.					
e. General Employee Training (GET)					
A GET program is in place and all persons are trained in the subjects specified in 5480.20A.I.7.e.(1) commensurate with their job duties.	Yes	No	TUM 1-S52-T&Q-TR-004		
(2) Visitors, contracted personnel, and temporary personnel are under continuous escort while at the facility unless they have been trained in appropriate areas from the subjects specified above to the extent necessary to ensure safe execution of their duties.	Yes	No	TUM 1-S52-T&Q-TR-004		
(3) A written examination covering the areas specified in 5480.20A.I.7.e.(3) is required for all personnel except short-term visitors.	Yes	No	TUM 1-S52-T&Q-TR-004		
Persons who do not pass this examination are not permitted access without a continuous escort.	Yes	No	TUM 1-S52-T&Q-TR-004		
(4) Changes in GET areas identified in I.7e(1) of the Order are included in continuing training programs for all facility personnel.	Yes	No	TUM 1-S52-T&Q-TR-004		
f. Probabilistic Risk Assessment (PRA) Training					
For those facilities for which a PRA has been performed, PRA results are included in initial and continuing training programs for operations and technical support personnel IAW 5480.20A I.7.f	N/A		A PRA has not been performed nor is one planned for Building 440; therefore, this requirement is N/A.		

APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/RMRS-97-066

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS		REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
g. Technician and Maintenance Personnel Training						
(1)	Personnel in this category are qualified to perform tasks associated with their job specialty, or are directly supervised.	Yes	No	RCT training is covered in Site Radiation Control Manual. RMRS waste handling and movement tasks they perform through the core and job-specific training and task-related briefings and readings listed in the TIP Appendices. Job-specific training and qualification of Maintenance Technologists from the RMRS maintenance organization and RFCSS are the responsibility of management for their support organizations.		
(2)	Training is provided on engineered safety features identified in the facility BFO and includes the systems (as applicable) and elements specified in 5480.20A.1.7.g.(2).	N/A		See 7.d		
(3)	Training program content for radiological control technicians (RCT) is in accordance with the requirements contained in 10 CFR 835, <u>Occupational Radiation Protection</u> , and DOE/EH-0256T, <u>DOE Radiological Control Manual</u> .	Yes	No	Site Radiation Control Manual and the Radiological Safety Training and Qualification Program.		
	RCT training program elements (i.e., selection, training process, continuing training, qualification) are in accordance with the requirements of this Order.	Yes	No	Site Radiation Control Manual and the Radiological Safety Training and Qualification Program.		
h. Technical Staff Training						
(1)	A list of specific technical support personnel positions that have a direct impact on employee, facility, or public safety is developed.	Yes	No	The technical support personnel in Building 440 are listed in Section 2 of TIM Appendix 2.		
(2)	A training program is established for entry-level technical support personnel	Yes	No	See the TIP Appendices. The T&Q program for entry level personnel is the standard program shown for all technical support personnel.		

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APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/RMRS-97-066

Rev. # 1 Date 3/31/99

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
Subject areas (as appropriate to the position) specified in 5480.20A.I.7.h.(2) are included in the training program.	Yes	No	Same as 7h (2).		
i. Management and Supervisory Training					
The topics listed in paragraph I.7.h.(2) are included as appropriate.	Yes	No	The RMRS Management Qualification, TIP Appendices and IEP.		
Training programs for managers and first line supervisors are established and contain the topics listed in 5480.20.I.7.i.(1)&(2) as appropriate.	Yes	No	The RMRS Management Qualification and IEP.		
8. OPERATOR AND SUPERVISOR EXAMINATIONS					
Comprehensive written and oral examinations and operational evaluations are prepared and administered for initial certification of certified operators and supervisors.	N/A		Same as 6a.		
Comprehensive written examinations and individual performance demonstrations are prepared and administered for the initial qualification of other operators and supervisors.	Yes	No	An oral examination and performance demonstration are used for the task-specific Process Specialist qualification. The current training program for operation & supervisory personnel is performance based and training is done to the task level. Written examinations are required for some of the initial core training courses providing the fundamentals required for qualification. The training program is supplemented with 'just-in-time' training during documented pre-evolution briefings. Also, the nature and complexity of the repackaging task (Repack JTA) and the very low hazard level in the facility with respect to nuclear criticality and environmental release warrant a graded approach to examinations, as allowed by TUM 96-RF/T&Q-0005.		
Separate oral examinations and operational evaluations are administered to Category A personnel (they may be combined for Category B and non-reactor nuclear facilities)	N/A		Same as 6a.		

APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/RMRS-97-066

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ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
These examinations contain a representative sampling of the knowledge and skills identified in and derived from the learning objectives resulting from the systematic analysis of the position, and from information in the BFO, system description manuals and operating procedures, lessons learned from Occurrence Reports, and other applicable sources.	No	No	Systematic Analysis is in Repack JTA. Process Specialist Repack Qualification Document (to be completed).	Develop Repack QD	4/30/99
a. Written procedures which address examination/evaluation development, approval, security, and administration are in place to administer examinations and operational evaluations.	Yes	No	TUM, Training and Qualification Program, 96 RF/T&Q-0005.		
Written procedures are in place to establish and maintain examination question banks.	Yes	No	TUM, Training and Qualification Program, 96 RF/T&Q-0005.		
b. The oral examination content is tailored to evaluate the candidate's operational knowledge (initial/continuing training program subjects) and organizational awareness to determine how the individual will function in an operating environment.	Yes	No	RTM, Section IV.		
9. OPERATOR AND SUPERVISOR REEXAMINATIONS					
Reexaminations for certified and qualified operators and supervisors include subjects in which the person is expected to be knowledgeable and emphasize those subjects covered by the continuing training program.	Yes	No	Process Specialist Repack JTA.		
Comprehensive biennial examinations or periodic examinations throughout the continuing training	Yes	No	See item 9 above.		

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cycle are administered.					
Written examinations and performance demonstrations are administered to requalify operators and supervisors.	Yes	No	See item 8, 2nd paragraph, above.		
Written and oral examinations and operational evaluations are administered to recertify operators and supervisors.	N/A		Same as 6a.		
Separate biennial oral examinations and operational evaluations are administered to Category A personnel (they may be combined for Category B and non-reactor nuclear facilities).	N/A		Same as 6a.		
10. REQUALIFICATION					
Operators and their supervisors are not allowed to continue to function in qualified or certified positions if they have not completed all of the requalification or recertification program elements (continuing training and associated examinations) within the two year continuing training cycle.	Yes	No	RTM Section IV.I		
If a qualified or certified operator or supervisor fails a requalification or recertification examination, or shows serious job performance deficiencies which indicate that he or she may perform in an unsafe manner, the individual is removed from activities requiring qualification or certification.	Yes	No	TUM and RTM Section IV.I.		
a. Qualification or certification is regained only after completing remedial training designed to correct the deficiency(s) and satisfactory completion of a reexamination.	Yes	No	TUM and RTM Section IV.I.		

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(1) <u>Recertification</u> includes a review of individual operating performance during the past certification period by either line management, by a committee, or by a person designated by management and a current medical examination.	N/A		Same as 6a.		
b. When a certified operator or supervisor has been absent from certification duties for greater than 3 months, but less than 12 months, selected retraining (including written and oral examinations and operational evaluations) is provided as deemed necessary prior to reassignment to certification duties.	N/A		Same as 6a.		
If the absence is greater than 12 months, comprehensive written and oral examinations and operational evaluations (as required of initial candidates) are given to determine weak areas.	N/A		Same as 6a.		
Retraining and reexamination are required in areas of weakness.	N/A		Same as 6a.		
11. EXCEPTIONS TO TRAINING					
In all cases, the requisite examinations (as described in I.8) to establish qualification are completed.	Yes	No	TUM 1-S49-T&Q-EX001		
a. Written procedures and criteria are in place for taking and documenting exceptions to the initial training program requirements of 5480.20A.	Yes	No	TUM 1-S49-T&Q-EX001		
The name of the person, the specific subject	Yes	No	TUM 1-S49-T&Q-EX001		

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for which the exception is requested, and the justification are included as part of the documentation for each exception.					
The operating organization ensures that sufficient facility-specific instruction is provided to enable the candidate to perform job requirements.	Yes	No	TUM 1-S49-T&Q-EX001		
Exception procedures are submitted to and approved by the DOE Operations Office Manager.	Yes	No	TUM 1-S49-T&Q-EX001		
c. Individual exceptions are approved by contractor management after approval of the exception procedure by the Operations Office Manager.	Yes	No	TUM 1-S49-T&Q-EX001		
d. If challenge examinations are administered, they are sufficiently comprehensive to adequately test the learning objective(s) that are stated in the training program.	Yes	No	TUM 1-S49-T&Q-EX001		
12. EXTENSIONS					
a. Written procedures which include the elements contained in 5480.20A.I.12.a.(1) through (3) are in place to control extensions of qualification and certification.	Yes	No	RTM Section IV.J addresses extension of qualification; no positions in Building 440 require certification.		
b. Extension of certification is approved by the Operations Office Manager.	N/A		Same as 6a.		
Extension of qualification is approved by contractor management.	Yes	No	RTM, Section IV.J.		
13. ALTERNATIVES TO EDUCATION AND EXPERIENCE					

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ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
a. Alternatives to the education requirements specified are considered on a case-by-case basis and approved and documented by the operating organization.	Yes	No	RTM, Section IV.F, K-H Team Salary Administration Program, Collective Bargaining Agreement, and job position descriptions.		
A system or written procedure is in place for determining alternatives to educational requirements using the guidelines provided in 5480.20A.	Yes	No	Same as 13a.		
(4) Related experience may substitute for education at the rate of six semester credit hours for each year of experience up to a maximum of 60 credit hours.	Yes	No	K-H Team Salary Administration Program.		
b. A system or written procedure is in place for determining alternatives to experience requirements using the guidelines provided in 5480.20A.	Yes	No	Same as 13a.		
(1) Formal education is not allowed to substitute for more than 50 percent of the experience requirement unless otherwise stated in 5480.20 requirements.	Yes	No	Same as 13a.		
(2) Job-related training in the position sought may qualify as equivalent to nuclear experience on a one-for-one basis for up to a maximum of two years.	Yes	No	Same as 13a.		
15. RECORDS					
Written procedures are in place that specify requirements for the maintenance of training, qualification, and certification records for operating	Yes	No	TUM 96 RF/T&Q-0005, RTM Section IV.1		

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organization personnel.					
a. Qualification and certification of personnel is documented in an easily auditable format.	Yes	No	TUM 96 RF/T&Q-0005		
Individual qualification and certification records include all items specified in 5480.20A.I.15.a.(1) through (7).	Yes	No	TUM 96 RF/T&Q-0005		
b. A historical record that documents initial qualification or certification, and applicable information from a. above, that verifies the most recent qualification or certification is retained in individual records.	Yes	No	TUM 96 RF/T&Q-0005		

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CHAPTER IV NON-REACTOR NUCLEAR FACILITY PERSONNEL**2. ENTRY LEVEL****a. MANAGERS**

Meets the following prior to assuming the position.

(1) Has a BS in engineering or related science.	Yes	No	K-H Team Salary Administration Program, Job Position Descriptions, and the RTM.		
(2) Experience; 4 years nuclear. (3)(a) A degree may fulfill 3 years (job related education or experience may substitute for a degree).	Yes	No	Same as 2a(1).		
(3)(b) Establish facility-specific training based upon comparison of persons background and abilities with position requirements.	Yes	No	Same as 2a(1).		
(c) The Training Manager has a Baccalaureate which includes courses in education and technical subjects.	Yes	No	Same as 2a(1).		

b. SUPERVISORS

Meets the following prior to assuming the position.

(1) Has a High School Diploma.	Yes	No	K-H Team Salary Administration Program, Collective Bargaining Agreement, Job Position Descriptions, and the RTM.		
(2)(3) Experience; 3 years nuclear of which full-time academic training may fulfill 2 years.	Yes	No	Same as 2b(1).		

c. OPERATORS

(1) Has a High School Diploma.	Yes	No	See 2b(1).		
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d. TECHNICIANS						
(1)	Experience; 1 year job related.	Yes	No	See 2b(1).		
e. MAINTENANCE PERSONNEL						
(1)	Experience; 1 year maintenance related.	Yes	No	See 2b(1).		
f. TECHNICAL SUPPORT PERSONNEL						
(1)	Baccalaureate in engineering or related science	Yes	No	See 2a(1).		
(2)	Experience: 2 years Job related and 1 year Nuclear	Yes	No	See 2a(1).		
g. TRAINING ORGANIZATION PERSONNEL						
(1) Training Coordinators						
(a)	High School Diploma	Yes	No	See 2b(1).		
(b)	2 years nuclear and 6 months on site	Yes	No	See 2b(1).		
(2) Training Instructors						
(a)	High School Diploma	Yes	No	See 2b(1).		
(b)	Experience: Consistent with the material being presented.	Yes	No	See 2b(1).		
(c) Special Requirements:						
	Instructors responsible for instruction on subjects such as Technical Safety Requirements have received training on facility operating characteristics and principles, and operating limits and their bases	Yes	No	TUM 96-RF/T&Q-0005 and RTM, Section III.B.		

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Instructors have demonstrated knowledge of instructional techniques through training or experience and are qualified by the Training Manager (or equivalent) for the material being presented.	Yes	No	RTM, Section III.B.		
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3. MEDICAL EXAMINATIONS

The physical demands imposed upon personnel for both routine and emergency functions are determined.	Yes	No	HSP 4.09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
An initial medical examination is administered to candidates.	Yes	No	HSP 4.09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
Certified operators, fissionable material handlers, and certified supervisors are reexamined at least every two years.	N/A		See I.6a.		
Certified operators, fissionable material handlers, and certified supervisors are medically cleared prior to returning to work following any sickness or injury which keeps the person from performing duties for a period exceeding one month.	N/A		See I.6a.		
Medical examination requirements for other operating organization personnel are established by contractor procedures.	Yes	No	HSP 4.09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		

4. SPECIFIC TRAINING

The depth and scope of training and qualification programs are commensurate with the hazard level and complexity of the operations	Yes	No	Section 4.6.3.4 of the BFO, the Process Specialist Repack JTA, the RTM and the TIP Appendices.		
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ORDER REQUIREMENTS		REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
a. OPERATORS						
Training is sufficiently comprehensive to cover areas which are fundamental to the job duties.		Yes	No	RTM, TUM 96 RF/T&Q-0005, and TIP Appendices.		
(1) A core of subjects such as industrial safety, instrumentation and control, basic physics, chemistry, industry operating experience, and major facility systems as applicable to the position and the facility is established.		Yes	No	RTM, TUM 96 RF/T&Q-0005, and TIP Appendices.		
(2) Training programs include on-the-job and classroom-type training on the topics identified in IV.4.a.(2)		Yes	No	RTM, TUM 96 RF/T&Q-0005, and TIP Appendices.		
b. FISSIONABLE MATERIAL HANDLERS						
Training includes the same categories specified for Operators, and additional categories listed in IV.4.b. to the extent applicable to the position.		N/A		RMRS has no personnel in fissionable material handler positions performing solid waste treatment tasks in Building 440.		
c. SUPERVISORS						
Training includes the categories and on-the-job training specified for Operators and Fissionable Material Handlers to the extent to which they apply, and is of increased depth to reflect the added responsibility of the supervisor position.		No	No	TUM 96 RF/T&Q-0005 and TIP Appendices. Increased depth achieved through Supervisor course selection and other applicable qualification requirements as identified in the Process Specialist Repack JTA and documented in the Process Specialist Repack Qualification Document (to be completed).	Develop Repack QD	4/30/99
d. CERTIFIED OPERATOR WRITTEN EXAMINATION CONTENTS						
The examination includes a representative sampling from the items listed in IV.4.d, in addition to the items listed in paragraph 4a, as appropriate to the position and to the facility.		N/A		Same as I.6a.		
e. CERTIFIED SUPERVISOR WRITTEN EXAMINATION CONTENTS						
The examination includes a representative sampling		N/A		Same as I.6a.		

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from the items listed in IV.4.e, in addition to the items listed in paragraph IV.4.d, as appropriate to the position and to the facility.							
f. OPERATIONAL EVALUATIONS							
The operational evaluations administered to certified operator, fissionable material handler, and certified supervisor candidates are generally similar in scope.		N/A		Same as I.6a.			
The evaluation contains questions and operational exercises and includes a facility walkthrough, and may include system and/or component operation.		N/A		Same as I.6a.			
Operational evaluations, to the extent applicable to the facility, require the candidate to demonstrate an understanding of, and the ability to perform the actions necessary to accomplish a representative sampling from the items listed in IV.4.f.(1)-(12).		N/A		Same as I.6a.			
*g. CONTROL MANIPULATIONS							
*A list of control manipulations that is based on an analysis of the job is established.		N/A		Same as I.6a.			
*Certified operator, fissionable material handler, and certified supervisor candidates perform control manipulations for initial certification and		N/A		Same as I.6a.			
*On a biennial basis as part of the continuing training program after certification is achieved.		N/A		Same as I.6a.			
5. OPERATOR, FISSIONABLE MATERIAL HANDLER, AND SUPERVISOR PROFICIENCY							
Certified operators, fissionable material handlers, and certified supervisors actively participate in the job functions associated with their certification.		N/A		Same as I.6a.			

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a. Procedures are established by the operating organization which define requirements and frequency necessary to maintain an active status.	N/A		Same as I.6a.		
b. If active status (proficiency) is not maintained, certification is suspended.	N/A		Same as I.6a.		
Prior to resuming duties associated with certification, the operating contractor ensures that:					
(1) Certification is otherwise current and valid; and	N/A		Same as I.6a.		
(2) The certified operator, fissionable material handler, or certified supervisor performs certification duties under the direct supervision of a certified person, as appropriate to the position, for a specific period of time.	N/A		Same as I.6a.		
c. If the facility is not operated frequently enough to meet normal proficiency requirements certification is reinstated prior to facility operation.	N/A		Same as I.6a.		

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